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29 October 1957

MEMORANDUM FOR: Special Assistant to the Deputy Director (Support) for Training

SUBJECT: Program of Executive Development for Federal Administrators - University of Chicago

1. During the period 15-26 July 1957, I attended the two-week seminar entitled "Communications" which was presented as part of the two-month Summer Institute Program by the University of Chicago. The two-month program was designed to broaden understanding of the administrative process and give added insight into how administrative decisions are made and how groups of individuals are motivated to work together to achieve common purposes. The Communication seminar was devoted to the analysis of communications channels in an administrative setting with particular emphasis on patterns of communication in the organization, psychological barriers to communications, development of communication skills, public relations in a large organization and the solution of communication problems. More specifically, the session was divided into three parts - seminars, lectures and workshops. Approximately thirty hours was allocated to seminars which were devoted to (1) "Translating Motive Into Purpose", and (2) "Communications", eleven hours to workshop sessions which centered around "the conference tool in the administrative process" and seventy hours to lectures covering the following material: Politics, Administration and Law; Decision Making and Innovation; Human Relations; Human Relations and Administration; The Decision Making Conference as an Administrative Tool; Delegation Within a Decentralized Organization; Society and the Administrator; Fetishes of Organizational Anatomy; and Sacrilege in Personnel Administration.
2. I was most favorably impressed with the material presented and definitely feel that the session was worthwhile. A review and study of the theory of Administration, the Executive and the tools and techniques of the Administrative process stimulated the thinking process, confirmed some of my own administrative practices and techniques, introduced many new ones and provided a wealth of general information which can only be properly evaluated over a long period of time.
3. I am of the opinion that the Summer Institute is a valuable external training facility and that the various courses of instruction can be effectively utilized as a part of a career training plan for DD/s personnel with managerial responsibilities.

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